

Draft

February 2, 2017

Ms. Miranda Paster  
Office of the City Clerk  
City of Los Angeles  
City Hall, Room 224  
200 North Spring Street  
Los Angeles, CA 90012

RE: Westchester Town Center BID Invoice for Assessment Funds

Dear Ms. Paster:

Pursuant to Agreement #C120115, the Westchester Business Improvement Association (WBIA) hereby requests payment of \$xxx as detailed below:

Agency Account #18883

Accrued Interest 04/01/16 to 06/30/16	\$ 523.16
County Remittance Rec'd on 08/23/2016	2,134.73
Less County Remittance Rec'd on 07/20/16	(1,387.49)
Accrued Interest From 07/01/16 to 09/30/16	691.97
County Remittance Rec'd for 12/22/2016	120,257.98
Less 2017 Recovery Cost	<u>(9,432.40)</u>
Available for Reimbursement	\$ 112,787.95

I certify that: the payment requested will be expended in accordance with the provisions of the Management District Plan for the Westchester Town Center Business Improvement District; that I represent the WBIA; and, that I am authorized to make this request on behalf of the organization.

Please electronically transfer this payment to “Westchester Business Improvement Association.” The appropriate banking information is on file in the City Clerk’s Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald R. Duckworth". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

Donald R. Duckworth  
Executive Director

C: Rita Moreno, Office of the City Clerk  
Accounts Payable / Special Assessment Section, Office of the City Clerk